


Arizona Online Instruction Program **of Instruction Amendment Request**

-  **Changes in delivery method to include the provision of specific online courses or the provision of a comprehensive offering of courses that would constitute an online school under A.R.S. §15-808 for grade levels currently approved in the charter. Full details of the amendment requirements including the process, required fees, submission requirements and evaluation criteria are provided on the subsequent pages.**

Required Materials for Administrative Completeness:

- Board minutes approving the change (minutes must comply with Open Meeting Law A.R.S. §38-431.01)
- Cover Page
- Introduction
- Description of the depth and breadth of curriculum choices and a list of course offerings.
- Description of the variety of educational methodologies employed by the school and the means of addressing the unique needs and learning styles of targeted pupil populations.
- Description of the availability of an intranet or private network to safeguard pupils against predatory and pornographic elements of the internet.
- Description of the availability of filtered research access to the Internet.
- Description of the availability of private individual electronic mail between pupils, teachers, administrators and parents in order to protect the confidentiality of pupil records and information.
- Description of the selection and training for online teachers.
- Description of the school's current partnerships with universities, community colleges and private businesses.
- Description of the services offered to developmentally disabled populations.
- Description of the policies and procedures to ensure the academic integrity of the AOI School/Program.

Eligibility Criteria –

In order for the request to be considered by the Board, the charter holder must:

- Meet or demonstrate sufficient progress toward the level of adequate academic performance as set and modified periodically by the Board.
- Currently not be having 10% withheld for failure to timely submit its most recent annual audit.

- Be in “good standing” with the Arizona Corporation Commission. This is determined by accessing information available through the Commission’s website.
- Not have a repeat corrective action plan issue identified through the most recent annual audit as defined by the Board’s *Audit & Compliance Questionnaire Follow-up Matrix*. The amendment hold remains in place until compliance is demonstrated through the next annual audit or agreed-upon procedures, if the procedures have already been developed by the Board.
- If applicable, have received notification from the Board that the current fiscal year audit corrective action plan has been completed.
- If a special education corrective action plan is in place, be in compliance with the plan’s requirements. This is determined by information provided by the Arizona Department of Education’s (ADE) Exceptional Student Services Division.
- If applicable, have a “compliant” status reflected on the ADE’s Grants Management website for each grant for the past four years.
- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the ADE’s Academic Achievement Division.
- If applicable, be in compliance with National School Lunch and Breakfast Programs requirements. This is determined by information provided by the ADE’s Health and Nutrition Services Division.
- If applicable, be current in submitting employer and employee contributions and reports to the Arizona State Retirement System (ASRS). This is determined by information provided to the Board by ASRS.